



FRYLANDS WOOD SCOUT OUTDOOR CENTRE

Building Risk Assessment – All Buildings

Facility: All Buildings		Date of Assessment: December 2016			Review Date: As required			
Assessors Name: M. Thomson		Assessor's Signature:			Date Signed:			
Facility/Hazard	Who is at risk	Before Control Measures			Existing Control Measures	After Control Measures		
		Likelihood 1-3	Severity 1-4	Risk Rating		Likelihood 1-3	Severity 1-4	Risk Rating
Slips, Trips & Falls	Anyone using / visiting the facility	2	3	6	<ul style="list-style-type: none"> Encourage good housekeeping practices. Warning signs & barriers in use where & when appropriate. e.g. wet floor sign, trip hazard signs, barriers to stop access. Encourage best practice for cleaning. e.g. 'dry' mopping to reduce the water on the floor. Encourage best practice for any works being carried out. e.g. closest socket to be used for power, reducing the length of cable on the floor & cable tidy to side of any passageways. Excessive or unusual trip hazard caused by entry thresholds to be marked or removed. 	1	3	3

Electrical	Anyone using / visiting the facility	1	3	3	<ul style="list-style-type: none"> • Staff check for Damage to plugs, cables, sockets and switches before using equipment • If defects are detected, equipment is withdrawn from use immediately. (Equipment only to be returned to use once suitable repairs have been completed by a competent person.) • Regular servicing where appropriate and interval safety checks (PAT Testing) completed as appropriate to the equipment. • Ensure RCD is used when using power outside or in a 'wet' environment. 	1	3	3
Manual Handling	Anyone using / visiting the facility	1	3	3	<ul style="list-style-type: none"> • All items to be a suitable weight & bulk for manual handling. Items to be reduced if possible. • Staff trained in correct techniques for manual handling techniques and made aware of problems associated with incorrect manual handling. • Manual handling information available. 	1	3	3

Contact with Cleaning Chemicals	Anyone using / visiting the facility	1	3	3	<ul style="list-style-type: none"> • COSHH Sheets available for all chemicals supplied by the centre. • PPE available where required. inc. Long Gloves, aprons & goggles. • Appropriate cleaning equipment provided. inc. long handled mops, brushes & coloured cloths • Reporting procedure for regular users of the chemicals if they have health concerns from using them. • Use of milder or alternative chemicals and detergents. • Staff instructed in the correct use of chemicals whilst cleaning. 	1	3	3
Storage of Chemicals	Anyone using / visiting the facility	1	3	3	<ul style="list-style-type: none"> • Store chemicals appropriately in line with the manufactures recommendations. • Storage of chemicals in secure facility to prevent unauthorised access. 	1	3	3

Gas Equipment. Storage and explosion	Anyone using / visiting the facility	1	4	4	<ul style="list-style-type: none"> • Regular servicing where appropriate and interval safety checks completed as appropriate to the equipment. • Suitable, secure storage of gas bottles when attached to the LPG system. • Ensure staff & users are aware of appropriate use of the equipment. 	1	4	4
Fibreglass insulation	Anyone using / visiting the facility	1	2	2	<ul style="list-style-type: none"> • Areas where the material present are inaccessible in normal day to day working. • Staff are not permitted to work with in near the material without the appropriate training & PPE 	1	2	2
Animal infestation & vermin, inc. wasp/hornet nests	Anyone using / visiting the facility	1	3	3	<ul style="list-style-type: none"> • Encourage Good Housekeeping practices. • Regular pest control inspections and preventative measures. • Pest control measure implemented for high risk areas e.g. wasp nest in residential building or near an activity • Staff reporting any evidence of problems. 	1	3	3

Bonded asbestos roofing & boards	Anyone using / visiting the facility	1	4	4	<ul style="list-style-type: none"> • Roof or area inspected regularly for damage or deterioration • Staff are not permitted to work on the material. • Appropriate company employed to deal with all issues relating to material • Copy of the Asbestos Survey available when the works done 	1	4	4
Accessibility – Young People, pregnant women, disabled and elderly	Anyone using / visiting the facility	1	2	2	<ul style="list-style-type: none"> • All building accessible where reasonable & appropriate. e.g. removal of steps, deep ledges and bottom of door frames to allow accessibility • Provision or ramp where possible to allow access. • Provision or disabled toilet & shower facilities. • Ensure all staff are aware of younger colleagues may be inexperienced or lack awareness of risks. • Agreed action plan to address any specific needs for the individual or group. 	1	2	2

Fire Exit & evacuation route	Anyone using / visiting the facility	1	4	4	<ul style="list-style-type: none"> • Fire risk assessment completed and adequate fire safety measures are in place. • Emergency exits to be accessible, and push bars to be in working order • Emergency exits to be clearly marked. • Fire evacuation plans to be displayed at appropriate locations in the buildings & Contingency Plan • Regular testing & recording of the emergency lighting • Evacuation routes to be kept clear and unobstructed. • Emergency door provided with break glass keys next to the door when a push-bar is not used e.g. crew hut patio doors. 	1	4	4
Fire Detection and Alarm failure	Anyone using / visiting the facility	1	4	4	<ul style="list-style-type: none"> • Fire risk assessment completed and adequate fire safety measures are in place. • Regular testing & recording of the smoke detectors • Regular testing & recording of the alarm points. 	1	4	4

Fire Fighting Equipment	Anyone using / visiting the facility	1	2	2	<ul style="list-style-type: none"> • Fire equipment supplied at suitable locations • Fire equipment suitable for use on most probable fire at each location • Fire Equipment regularly checked and services in line with manufactures, insurance & legislation guidance 	1	2	2
Fire Risk	Anyone using / visiting the facility	1	4	4	<ul style="list-style-type: none"> • Fire risk assessment completed and adequate fire safety measures are in place. • All users aware of appropriate activity involving fire, heating sources. • No smoking signs in all buildings, designated smoking area used. 			
First Aid	Anyone using / visiting the facility	1	4	4	<ul style="list-style-type: none"> • First aid Kits provided in office, Crew Hut, Providore, Site Vehicle & Activity store / activities • Site staff qualified and willing to perform first aid. • Groups to provide qualified first aiders & first aid kits to cover their needs. 			

Glazing – broken or dangerous glazing	Anyone using / visiting the facility	1	3	3	<ul style="list-style-type: none"> • Visual inspection of glazing to be completed at regular intervals. • Appropriate & suitable glass to be used when replacing and broken glass • Suitable PPE to be used by anyone handling or working with broken glass. • If repair cannot be completed immediately then the broken window must be secured (boarded) and any debris must be cleared away. 	1	3	3
Site Boundary – Risk of visitors leaving the grounds	Anyone using / visiting the facility	1	2	2	<ul style="list-style-type: none"> • Site boundary to be clearly marked, where fencing or other boundary is not available or appropriate. 	1	2	2
Kitchen Areas – Risk of food contamination	Anyone using / visiting the facility	1	3	3	<ul style="list-style-type: none"> • Good housekeeping encouraged • Regular cleaning & checks completed by staff after uses have been in. • Regular deep clean of the facilities and equipment provided. • Facilities and equipment kept in good order and any defects rectified or reported. 	1	3	3

Toilets – Cleanliness and general upkeep	Anyone using / visiting the facility	2	3	6	<ul style="list-style-type: none"> Toilets to be regularly deep cleaned by staff. All damage to be rectified or reported. Damage to tiles to be rectified or reported as this prevents effective disinfection. 	1	3	3
Lighting	Anyone using / visiting the facility	1	2	2	<ul style="list-style-type: none"> Suitable and sufficient lighting to be provided Faulty lighting to be replaced, of facility not to be used until remedial work has been completed. 	1	2	2
Water infections - Legionella	Anyone using / visiting the facility	1	4	4	<ul style="list-style-type: none"> Taps & showers regularly flushed and cleaned. 	1	4	4

All the items below were considered in this checklist and weren't considered a risk at the time of the assessment:

Plant and Machinery

Falls from Height

Display Screen Equipment